**Remote School**

**Lower School Take Home List**

In the event that the school will be closed, teachers will be notified as soon as possible. Teachers will communicate with their students through the wiki. Activities and information regarding Remote School should not be on the wiki until we know that school will be closing.

It is important to create a list of the items students will need to gather to take home with them. This list should also include instructions for accessing the wiki.

* The Remote School Take Home List will be handed out to students/parents as they collect their items to take home. The list will also be emailed to the parents by the Lower School office.
* The list should be developed by grade level. It could be broken down by subject if desired.
* For Enrichment teachers, please create something your students may do at home. All grade levels may be included on one sheet.
* Please include the following on the list:
  1. A note of reassurance. An example is included here:

*Welcome to remote school. Make sure that your child has the following books and supplies before close of school on \_\_\_\_date\_\_\_\_\_. Students will be expected to keep up with their studies during our time away from school.*

*Our mode of communication will be through our class wiki. Please follow the steps below for access. You should check the class wiki on \_\_\_\_date\_\_\_\_ for your school assignments and then check back daily for information or additional posts. Feel free to email me if you have any questions. My email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If I get a lot of questions about a particular assignment, I’ll address it on the wiki so that everyone can see my response. All work should be turned in when you come back to school.*

*Do the best that you. We will review the material when everyone returns. Stay well and be healthy!*

* 1. Instructions to Access the Wiki:
     + Go to [www.lakeviewacademy.com](http://www.lakeviewacademy.com)
     + Click “On Campus”
     + Click “Lower School News”
     + Click “LS Teacher Websites” (located on the right column)
     + Click on “Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page”
  2. Book Titles for all subjects (be specific and include workbooks)
  3. Notebooks
  4. Any other supplies that they will need, that they may not have at home (crayons, scissors, colored pencils)